



NORTH CENTRAL DISTRICT HEALTH DEPARTMENT

- ☐ ENFIELD – 31 North Main Street • P.O. Box 1222 • Enfield, CT 06083 • 860-745-0383 • Fax 745-3188
- ☐ VERNON – 375 Hartford Turnpike, Room 120 • Vernon, CT 06066 • 860-872-1501 • Fax 872-1531
- ☐ WINDHAM – Town Hall, 979 Main Street • Willimantic, CT 06226 • 860-465-3033 • Fax 465-3032
- ☐ STAFFORD – Town Hall, 1 Main Street • Stafford Springs, CT 06076 • 860-684-5609 • Fax 684-1768

MICHAEL A. PIRRO, M.P.H., M.P.A., R.S.

DIRECTOR OF PUBLIC HEALTH

NORTH CENTRAL DISTRICT HEALTH DEPARTMENT
MINUTES OF REGULAR MEETING
WEDNESDAY, JANUARY 8, 2014
Enfield Room
Enfield Town Hall
Enfield, Connecticut

RECEIVED
VERNON TOWN CLERK
FEB 11 AM 8:53

Members Present: David Skoczulek, Chairman, Mary Ann Turner, Vice Chairman, Christopher Howland, Linda DeGray, Trish Vayda, Len Norton, Mary Schwab, Kevin Mattia, Faith Roebelen, Victor Mathieu, Katherine Voss and Diane Wheelock

Members Absent: Jamie Woodside, Maria Whelden, and Lisa Lemire

Also Present: Michael A. Pirro, Director of Health

Following a determination of a quorum present, the meeting was called to order at 7:10 p.m.

Approval of Minutes of Regular Meeting of December 18, 2013

Corrections and changes to the Minutes:

Linda DeGray - Page 3, there were questions that were posed but there were no answers, so what were the answers to these questions. Even if they were "I don't know", they should be reflected. Starting with Page 1 of 6 of the proposed budget, the fourth one down - Other Interest. Under medical and dental of Employees Benefits - No date was mentioned and why can't we negotiate that since the budget runs until June 30, 2014. Under Field Supplies on Page 4, there was no explanation of why we were buying jackets. The questions: What are possible tuition costs for next year - we do not have an answer to that. Building Improvements - Mary Ann Turner said she had someone else who would give us an accurate evaluation of the building not someone who will do our building plans.

Mary Ann Turner - Page 2, paragraph two - We are still waiting for three IT plans - Mary Ann does not know anything about three IT plans. Last paragraph on Page 2 - It is not clear why we are not doing 3,000 inspections a year. Mary Ann had a report from Deb Caronna that said we could be doing 2,000 plus change inspections per year but Mary Ann did some math and came up with the 3,000 number. In proposed budget Page 1 of 6 - How did you come up with a number for one full fiscal year under Fees & Permits - Mary Ann said she did not know what we were talking about. - Pension - does not remember talking about pension. Mileage was \$.51½ in the original set of Minutes as is \$.53 in the revised Minutes - How did this happen. Mary Ann was told that was a typo. The last



paragraph on Page 3 of the Minutes - The Minutes need to reflect who said that answer was not at this but we are working toward this regarding capability to e-mail license renewals. Michael Pirro said this is one of the things we are working with IT to accomplish. On Page 4 of the Minutes - seems like there should have been more copy regarding "cut out staff lunches". Mary Ann Turner was the one who mentioned \$12,000 for office supplies for four offices seems very high. Need to put names with comments. Under Building Maintenance, Mary Ann needs the Director to send her an e-mail to remind her she said she would do this. Under Equipment - Computers - These are separate because they are capital equipment - Mary Ann would like to know who said that. Regarding setting aside \$7,000 each year for a vehicle, Mary Ann gave a brief history as to why this was being done. In the first paragraph of Page 5 of the Minutes, the word "official" should be removed because it is an arbitrary number made up by the auditor. And finally, in the third paragraph of Page 5 of the Minutes - Maria Whelden should check the numbers in this paragraph to make sure they are accurate.

The Minutes of December 18, 2014 were tabled until corrections are made.

Communications

Kevin Mattia commented on the food inspection report and the fact that he had done some quick calculations. From July 1, 2012 to June 30, 2013, NCDHD performed 1,541 food inspections. His calculations were 5 days a week times 52 weeks equals 260 days with 20 days off for vacations, holidays, etc. for a total of 240 days. For 4.75 inspectors to conduct 1.5 inspections per day that they are working, comes up to 300 inspections per year, so the 3,000 inspections per year is not realistic. 300 inspections times 4.75 inspectors equals 1,425 inspections which is less than what we are doing now. We need to fine tune these numbers to get a more fair bench mark as to how many inspections we need to do annually so we can build from there and look at merit increases based on productivity.

Finance Committee

David Skoczulek passed around copies of the final version of the proposed 2014-2015 budget as agreed to on January 6, 2014. The highlights include: Page 1 of 13 - Wages - Include no Cost of Living Increase this year. Page 2 of 13 - (See Note at End) These notes need to be entered into the Minutes as they are instructions to the Director regarding executing the budget. Page 3 of 13 - Discretionary Expenses - this line items if for Board or Executive Committee approved expenses only. Same page - Other Expenses - We have eliminated staff lunches. Page 4 of 13 - Information Technology Support Services - this was previously entitled Computer Consultant. Under Equipment - Computers - this is for hardware and software upgrades. Under Building Improvements - \$10,000 - These will be approved by Board only. Page 5 of 13 - Contingency - \$5,000 - Board or Executive Committee approved expenses only. May also be used for Board administrative expenses.

Standard Contingency line item. The note from Page 2 of 13 - This includes family medical/dental for one new employee and single medical/dental for one new employee (total \$34,500). If actual cost is less, the excess will go to Board approved discretionary fund.

Page 6 of 13 - The Town Appropriations Per Capita is increased from \$4.47 to \$4.67, a \$.20 increase in per capita and an overall increase in the budget of 4.47%. Discussion ensued that the percentage of increase - 4.47% figure is not correct. The percentage of increase figures out to be more like 4.68% and the Board was not comfortable with approving a budget with an error in it.

Mary Ann Turner wanted on the record that she feels \$.20 is too high.. She would like to move it back down to \$.10. The Board is going to ask "What are you basing that on"? Mary Ann said she was having a really hard time with this budget knowing that we do not have our arms around it and she will be going into Enfield and asking them to raise taxes. The Chairman said she could vote her displeasure when the motion is called to approve this budget.

Page 11 - Merit raises for up to 5 staff members passing the Registered Sanitarian exam of \$1.00 per hour. Overtime instruction No. 4 - \$16,100. NOTES: (1) - three staff members have taken the RS exam and pending results will receive \$1.00 per hour merit raise when they pass the exam. Two additional staff members may take the RS exam and if they qualify, may receive \$1.00 per hour merit increase when they pass the exam. The amount for Overtime pay has been reduced to balance this increase. (2) The resigning secretary will be replaced with a full time Office/Business Manager (3) The resigning sanitarian will be replaced with a similarly qualified individual. (4) For non-managerial staff who are paid hourly, overtime rate of 1.5 times the hourly wage will only apply to worked hours greater than 40 hours per week.

Pages 12 and 13 apply to specific employees and will not be read into the record.

Page 13 (middle of the page) - New Sanitarian and new office manager - they are included under the Wage Line Item.

Mary Ann Turner made a motion to go into Executive Session to discuss Personnel issues. Diane Wheelock seconded the motion and the motion passed unanimously. Mike Pirro and the Recording Secretary left the room at this time and the Executive Session began at 7:55p.m.

The Executive Session ended at 8:00 p.m. with no motion, votes or action being taken. The Board then took a ten minute break. The meeting reconvened at 8:10 p.m.

A motion made by Trish Vayda, seconded by Victor Mathieu, to approve sending this budget to public hearing; however, if the percentages on Page 6 which are the increases for the last several years to the per capita - not the dollar figures but the increases - if the one correction has an impact to the rest of the budget, then we will reconvene and revisit this budget. If it is solely a typo, an error in calculation on her part, then the remainder of the budget stands. Mary Ann Turner wanted added to the motion that the total budget is \$1,465,389 which includes a \$.20 per capita increase. The motion carried with Diane Wheelock and Kevin Mattia voting "no" and Mary Schwab "abstaining".

Kevin Mattia left the meeting at 8:13 p.m..

Short & Long Term Planning Committee

We are still looking for someone to Chair this committee. We have a Strategic Plan laid out by CADH and ready for execution which the Director of Health is ready to undertake. At some point soon, the State will only be funding health departments that are accredited.

Mary Ann Turner suggested we look into rolling IT, phones and building committee into the Long Term Planning as they are all part of that committee. David Skoczulek agreed and will look into this with Mary Ann Turner.

Personnel Policies Committee

Linda DeGray, Chairman reported there will be a meeting on January 19th and Chris Howland will join that committee. They are working on the annual review of the Director of Health. Trish Vayda reported to the Personnel Committee that in looking into the Enfield Board of Education's mileage policy, she found out they do not have a written mileage policy. Trish has requested any policy the Town of Enfield may have but has not received an answer back from the Town Manager's office.

Capital Improvements Committee

Mary Ann Turner reported that a meeting is scheduled for January 9th at 2 pm with Paul Russell, Enfield's IT Director. The project manager has been set and there is still a lot of work to do to get to the point where we know exactly what we need and how we are going to use it and should be implemented within three months. However, the bigger issue is where is the money coming from. We have to have a clear understanding of where this money is coming from and we are not there yet.

Mary Ann Turner has been working with Deb Caronna through Mike Pirro to get out on the road and find out how our people do their job. This is the only way to get a clear understanding of our need. She is also working with Diane Wheelock regarding the Vernon Office and that means they will also be looking into the Stafford and Windham offices.

Kathy Voss brought up lean marketing values that address how business cut costs, etc. Her husband does this kind of work for a living and she believes he might be able to help us. Mary Ann Turner also knows someone who could help us out for no fee in this very area.

Chairman's Report

Following approval of this budget we have to continue discussing improvements.

Director of Health Report

Under the Health Educator Update, the information on Healthy Dining has been sent to the Board. This program is to help promote the food business community by highlighting those businesses that want to participate in this program for no fee. Linda DeGray would like to know what is the incentive to the restaurants to want to participate in this program? Vic Mathieu said we should use the gyms to help promote this program and it was further suggested we should connect with the schools and senior centers.

The Monthly Report and calendar were reviewed. Mary Ann Turner told Mike Pirro she wants these reports and calendars at least five days in advance of a meeting so she can make notes and be ready to comment on the reports at the meeting. Mr. Pirro said he would make that happen.

R.S. Exam - On the state average 8 of 9 people who take this exam fail. We had two of three of our people pass the exam.

Staff Credentialing - A sheet was passed out with all staff members and their credentials. Linda DeGray wanted to know why Deb Caronna as a Supervisor was not certified in Lead. Mr. Pirro explained that Deb Caronna does not supervise lead, that is under Michael Caronna and Michael Pirro to supervise. Faith Roebelen asked how often do we have to do lead inspections. Michael Pirro told her only on the occasion when we have a child with an elevated blood lead level over 20 mg/dL. Mary Ann Turner said that if you are focusing one person on lead because the number of cases does not warrant people, that is okay.

Food Inspection Spreadsheet was passed out. This spreadsheet is based on one that Eastern Highlands Health District uses. This was done by hand because we could not get the data from our database. If the Board approves this spreadsheet, Mike Pirro will work with Enfield IT to be able to do this report on a monthly basis in the exact way the Board wants it. Mary Ann Turner asked for a break down by class of how many we should do and how many are left to do.

Mr Pirro reviewed the Temporary Events sheet to show the Board how many of these types of inspections are conducted during the year. For every temporary event, if there are food vendors that need inspections, consultations, etc., there is a charge for each vendor but this charge does not usually cover our expenses. We need to look at our fee structure and if the costs for Temporary Events are too low, we need to increase this item to cover all costs. The fee schedule needs to be looked at closer as an Agenda item in the future.

Diane Wheelock was happy to see from this spreadsheet that food service inspections have increased, so cross training must be working.

Mr. Pirro passed around a thank you note received from the Olive Garden for work one of sanitarians did with them to improve their scoring. This is part of Mr. Pirro's policy of not just being regulatory but also including teaching.

Diane Wheelock asked that we step up the response time noted on our web site to much less than five days. She would also like to see the Health Educator go to other towns. Shayla spent the month of January in Suffield and Enfield only.

Executive Session

Diane Wheelock made a motion, seconded by Len Norton, to go into Executive Session to discuss Personnel issues. Upon a unanimous vote of approval, the Executive Session began at 9:15 p.m. Mike Pirro and the Recording Secretary left at this time.

Per the Chairman, David Skoczulek, the Executive Session ended at 9:46 p.m. with no motions, votes or actions being taken and the meeting adjourned.

Respectfully submitted,

Michael A. Pirro
Secretary

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